

PROCESS GUIDE FOR SUBDIVISION AND LAND DEVELOPMENT PLANS REQUIRING COUNTY APPROVAL

The Erie County Subdivision and Land Development Ordinance applies for plans located in the following municipalities.

**Amity Township
Concord Township
Conneaut Township
Cranesville Borough
Elgin Borough
Elk Creek Township**

**Mill Village Borough
LeBeouf Township
Platea Borough
Union Township
Wattsburg Borough
Wayne Township**

This guide is not intended to supersede or replace the Erie County Subdivision and Land Development Ordinance. Plans must comply with all applicable requirements of the ordinance. If you have any questions, or need additional information, please call the Erie County Department of Planning at (814) 451-6336.

The following steps should be carried out in the order presented.

1. A pre-application consultation and/or sketch plan submission to the Erie County Department of Planning (ECDP) is recommended, but is not required.
2. A preliminary plan, if required, must be approved prior to submission of a final plan. Preliminary plans are **not** required for minor subdivisions and replots (lot line changes).
3. No final plan shall be approved until sewage facility planning has been approved by the County Health Department and/or the Pennsylvania Department of Environmental Protection (PADEP). **Erie County Department of Health (ECDH) review and/or approval is required for all subdivision and land development applications in Erie County, even non-building sites.**
 - a) 10 Lots Inclusive – Planning Module I: Contact the sewage enforcement office (SEO) on completing this module.
 - b) 10Lots/More – Planning Module II: Contact the SEO for instructions on completing this module.
 - c) All other Subdivisions: Estate Settlements; Agricultural; Non-Building; 10 Acre Exemptions, etc., contact the SEO for instructions on completing this process.
 - d) For All Sewered Areas: Sanitary Sewer Lines; Tap-Ins, etc. requiring subdivision approval – Contact Pete Link at the ECDH.
4. Plans must be prepared by a licensed surveyor. A licensed surveyor should be able to guide in processing and completion of necessary forms from the ECDH and/or ECDP.

- a) The sheet size for final plans must be 18" x 24".
 - b) Plans must be signed & sealed by surveyor.
 - c) Plans must be signed & notarized by owner(s).
 - d) One mylar and seven paper copies will be required.
5. Submit 2 copies to the Erie County Health Department for their records. (ECDH Maps must show soil/percolation test sites and topographic lines and soil mapping units.)
6. Submit the mylar and 5 copies to the municipal governing body for its review and signatures.
7. Submit the mylar and 4 copies to the Erie County Department of Planning for its approval and signatures.
8. Submit 3 copies to the Erie County Recorder of Deeds. This must be done within 90 days of county approval.

Contacts

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